



City of Nogales
Planning & Zoning/Building Department
1450 N. Hohokam Dr. • Office (520)285-5747

BUILDING PERMIT SUBMITTAL CHECKLIST

THE FOLLOWING CHECKLIST HAS BEEN CREATED TO IDENTIFY DOCUMENTS NECESSARY FOR ACCEPTANCE OF YOUR APPLICATION. NOGALES INFORMATION DEVELOPMENT CENTER IS UNABLE TO ACCEPT INCOMPLETE APPLICATIONS.

BUILDING PERMIT APPLICATION REQUIREMENTS:

- ☐ Completed Project Submittal form including:
 - Property Owner information and signature and/or authorization letter.
 - Project valuation based on materials, labor, and/or ICC Table
 - Santa Cruz County Assessor parcel number
 - Owner/builder or contractor signature

****NOTE: All non-residential projects require a current licensed contractor with the City and State.
All non residential projects require an Arizona Registered Professional stamp.***

- ☐ 3 - 24x36' scaled drawings of proposed project
- ☐ Site Plan shall include but not limited to:
 - Setbacks
 - Foundation Elevation Plan
 - Electrical Plan
 - Plumbing Plan
 - Framing and Roofing Plan
 - Identify the location of the business on site
 - Identify property lines
- ☐ Details:
 - Provide an enlargement of proposed scope of work with dimensions
 - Provide description of construction materials
 - List square footage of all living area, porch, covered patio, and decks
- ☐ Santa Cruz County Flood Hazard Information Sheet or Flood Plain Use Permit if required
- ☐ Fees:
 - Permit fees are based upon the overall project valuation provided by the applicant
 - The plan review portion of the permit shall be paid for upon application submittal
Plan review fees may be called for in advance at (520-285-5747).

****All Signs must be applied for separately from the Building Permit, and must obtain approval from the Planning & Zoning Department prior to applying for a Sign Permit.**